

**STUDENT REQUEST FOR LETTER OF RECOMMENDATION FORM**

To: \_\_\_\_\_

(Teacher/Staff Name)

From: \_\_\_\_\_ Address & Phone #

\_\_\_\_\_  
(Student)

I am requesting that you write a recommendation for me.

The recommendation is for: \_\_\_\_\_ admission to college \_\_\_\_\_ scholarship  
\_\_\_\_\_ other

\_\_\_\_\_ The recommendation form is attached. \_\_\_\_\_ Please use official letterhead.

Letter should be addressed

to: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Requirements for recommendation are:

\_\_\_\_\_

The recommendation should be:

\_\_\_\_\_ mailed directly (stamped addressed envelope is provided)

\_\_\_\_\_ return to FHS Guidance Office

\_\_\_\_\_ other \_\_\_\_\_

In order to assist you in writing the recommendation, my resume is attached.

**Deadline:** \_\_\_\_\_